

TIME WARNER CABLE
Title- Warehouse Supervisor
Job No. 74335BR

Department: Finance
Location: Buffalo, NY
Reports To: Warehouse Manager
Job Status: Exempt
Category: Professional
Hours: TBD

Application Deadline: February 10, 2007

Position Summary:

Compiles and maintains records and inventory, and oversees warehouse CPE operations and Cable Billing System. Directly supervises employees in the On-site Warehouse and off-site locations. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

To perform this job successfully, an individual must be able to perform each essential duty **satisfactorily**. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the **essential** functions.

This job description is not intended to be all-inclusive, and employee may also perform other reasonably related business duties as assigned by the supervisor and other management as required. Time Warner may need to revise or change job duties as the need arises. Please understand, this job description does not constitute a written or implied contract of employment.

Essential Duties & Responsibilities

- Organizes, maintains, and controls orderly stock inventory on a monthly basis, using cable billing system, and posts totals to inventory records. Makes recommendations for and maintains appropriate stock levels for all inventory and facilitates the ordering process.
- Records, inputs, verifies, and reconciles stock upon receipt.
- Issues, delivers, and controls inventory and materials to system's field technicians and contractors.
- Orders materials with purchase authorizations.
- Compiles weekly and monthly inventory reports.
- Performs inventory audits and cycle counts. Responsible for accuracy of inventory records in cable billing system for designated warehouse location.
- Assists with preparation of budget and purchase authorizations in relation to all required inventory needs.
- Provides additional support to the technical supervisory and management staff when required.
- Provides management with all concerns related to the inventory needs of the system and/or the lack of availability of the same.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Ability to use and proficient in use of a computer including spreadsheets, preferably Excel.
- Ability to handle multiple tasks in an efficient and timely manner.
- Solid verbal and written communication skills; must be able to communicate effectively at all levels of the organization.

- Ability to apply basic mathematical concepts to everyday situations
- Must have forklift certification or be able to be certified.
- Knowledge of computer, including Cabledata / ICOMS billing system.
- Good organizational skills.
- Valid NYS driver's license and safe driving record.

Experience/Education/Qualifications:

- Associate's degree from two-year College, or technical school preferred.
- Three to five years previous warehouse experience preferred.
- Previous supervisory experience required.

Other position Considerations:

- The employee must be able to drive and while driving must not pose a threat to the safety of others.
- The employee must regularly lift and/or move up to 50 pounds.
- The employee frequently is required to stand, walk, sit, stoop, kneel, reach with hands and arms, and talk or hear.
- The employee is occasionally required to climb or balance and stoop, kneel and crouch.
- Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus; must be visually able to use a computer throughout the work day.
- Must meet manufacturer's weight requirements for all equipment used.
- Must be able to safely drive a forklift.

PHYSICAL DEMANDS

- While performing the duties of this job, the employee is occasionally exposed to diesel fumes or airborne particles, chemicals such as bee spray, motor oil or spray paints.
- The employee is occasionally exposed to outside weather conditions.
- The noise level in the work environment is usually quiet to moderate.

MATERIALS AND SPECIAL EQUIPMENT USED

Computer, mouse, telephone, copier, printer, fax, calculator, cable billing system, forklift, dolly, pallet jack, ladder, and other software programs.

Time Warner is an Equal Opportunity Employer /M/F/D/V Drug-free Workplace.

JOB POSTING DATE: January 31, 2007
JOB CLOSING DATE: February 10, 2007

Relocation Assistance: No
 Salary: TBD
 Division: Buffalo, New York Division
 Department: Finance
 City: Buffalo
 State: New York

TO GUARANTEE CONSIDERATION YOU MUST SELECT JOB NO. 74335BR

RESPOND TO ONLINE ADDRESS: www.timewarner.com and click on Careers

The Power of You!